

Checklist for Completing the SLT Spreadsheet			
FMC/LO Action		Required	Completed
1	Determine SLT needed.	Y	
2	Enter data in the EXCEL Spreadsheet file.	Y	
3	Save the file with a unique filename. Include the LO in the filename (i. e., NWS_SLT_02-18-04.xls).	Y	
4	Verify that no business rules have been broken.	Y	
5	<p>Send an email with the file attached to FRD with the Subject line of the email showing: SLT Spreadsheet, LO, and dollar amount of the SLT.</p> <p>NOTE: If this transfer crosses FMCs, the email route must go through both FMCs.</p> <p>Include in the email body any special circumstances (e.g. changes to the object class that would not normally be allowed.)</p>	Y	
FRD Action		Required	Completed
1	Receive the email and verify that all FMC's involved were included in the email routing.	Y	
2	Perform special processing of the EXCEL file.	Y	
3	Load and Process the text file in screen STDG022.	Y	
4	View the batch to verify that no business rules are broken. This can be done by running the STDGERR report.	Y	
5	Either Approve or Disapprove the batch.	Y	
6	<p>Respond to email with the status of the Summary Level Transfer.</p> <p>a. For an approved SLT an example of the text: <i>'SLT Batch <nnnnn> for <amount> Has Been Approved and Surcharges Will Be Applied When the Next Labor Process Is run.'</i></p> <p>b. For a disapproved SLT an example of the text: <i>'SLT Batch <nnnnn> for <amount> Has Been Disapproved. <reason for the disapproval>.'</i></p>	Y	